

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Suggested Agenda for OL Quarterly - 1st Qtr FY 88

STAT	FROM:	EXTENSION		NO.
STAT	OL/IMSS			DATE
				12 January 1988
	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
		RECEIVED	FORWARDED	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
STAT	1. C/IMSS/OL	1/12	1/12	<p>Based upon the D/L's notes on the attached list of topics which we suggested for the next OL Quarterly, attached is the suggested agenda for the Quarterly.</p> <p>The Update on OL Activities for the 1st Qtr FY 88 will be given by [redacted] will be away at the time of the Quarterly; however, as requested by the D/L, he'll provide information on the status of the OL Reorganization, briefings given to date, etc., for inclusion in Tony's presentation.</p>
STAT	2. AEO/OL	1/14	1/14	
	3. EO/OL			
STAT	4. DD/L	1/14		
	5. D/L	14/1		
	6.			
STAT	7. C/IMSS/OL			<p>Attachments: A - Agenda B - Topics (with D/L's notes)</p>
STAT	8.			
	9.			
	10.			
	11.			
STAT	12.			
	13.			
	14.			
	15.			

↑
We do not want
the update to be
read phase.

ATTACHMENT
A

Agenda

OL Quarterly - 1st Qtr FY 88

10 a.m., Tuesday, 23 February 1988 - Headquarters Auditorium
10 a.m., Wednesday, 24 February 1988 [redacted]

(Dry Run - 1 p.m., Wednesday, 10 February 1988 [redacted])

Introduction

John M. Ray, D/L

Presentation of OL Employee of the Quarter Awards

ADDA(?)

What is Supply Management Branch?--Where
does it fit?--Why should I know anything
about it?--Do's & Don'ts of Processing
Requisitions--Volume of business

OL/SD/SMB

Update on Integrated Logistics Support
Plan (ILSP)--Cafeteria Expansion

OL/FMD

Personnel Matters

, C/P&TS/OL

Update on OL Activities--1st Qtr FY 88

C/IMSS/OL

~~SECRET~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Suggested Topics for OL Quarterly - 1st Qtr FY 88

STAT

FROM:

OL/IMSS

EXTENSION

NO.

STAT

DATE

7 January 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

1.

1 Jan 1 Jan

2.

(Has seen) ✓

STAT

3.

DD/L

1/7/88

STAT

4.

D/L

S/1

STAT

5.

STAT

6.

C/IMSS/OL

STAT

7.

8.

STAT

9.

3-4
John -

10.

I know we have P&Ts on every quarterly; however, there have

11.

been a raft of changes in the past few months that may be worth presenting

12.

H.

13.

14.

15.

Attached is a list of suggested topics for the OL Quarterly for the 1st Qtr FY 88. The presentations will be given at the Quarterlies at 10 a.m. on Tuesday, 23 Feb., in Headquarters Auditorium and at 10 a.m. on Wednesday, 24 Feb., [redacted]. The "Dry Run" is scheduled for 1 p.m. on Wednesday, 10 Feb., [redacted].

Please review the list of topics and let us know your choices from these suggestions or other suggested topics you might prefer. We'll coordinate with the AEO/OL regarding notifying the speakers so that they can begin to work on their speeches and graphics.

Attachment:
List of topics

Suggested Topics for OL Quarterly - 1st Qtr FY 88

SMB	WHAT IS SMB - WHERE DOES IT FIT - WHY SHOULD I KNOW ANYTHING ABOUT IT -	
	-Do's & Don'ts of Processing Requisitions VOLUMES OF BUSINESS	OL/SD/SMB
STAT	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
STAT	Update on Integrated Logistics	<div style="border: 1px solid black; width: 100px; height: 20px;"></div> OL/FMD
STAT	Support Plan (ILSP)	
STAT	Cafeteria Expansion (INCLUDE IN ABOVE)	<div style="border: 1px solid black; width: 100px; height: 20px;"></div> OL/FMD
	Trends in Technology:	OL/PGPD
	Mainframe Graphics Support	
	Desktop Publishing Outlook	
	EBIS Daily Report	
STAT	Automating the Contract Process	<div style="border: 1px solid black; width: 100px; height: 20px;"></div> OL/PMS
	Contract Team Local Area Networks	OL/PMS
STAT	<div style="border: 1px solid black; width: 400px; height: 40px;"></div>	OL/RECD
STAT		<div style="border: 1px solid black; width: 300px; height: 40px;"></div>

DD/L's suggestion re Pms.

Qtrly Review DC/ISS - include latest
stuff on reorganization status. Briefings given
to date, etc.